



# Business License Application Process

Each applicant follows one of the these two paths

## Businesses Requiring Construction or Remodeling

Any new or existing business requiring construction or remodeling. Modifications include, but are not limited to, tenant improvements such as new floor plan, new rooms, new walls, lighting, plumbing, faucets, sinks and the like.



**Application Process and Fees**



### Plan Review

ANY OR ALL, IF APPLICABLE

- Planning (562) 570-6194
- Building (562) 570-6651
- Fire (562) 570-2500
- Health (562) 570-4132
- Water (562) 570-2300
- Public Works (562) 570-6383
- Redevelopment (562) 570-6615
- Utilities (562) 570-5700



**Construction Permits**



**Final Sign-off**



**Receive License**

## Businesses Not Requiring Construction or Remodeling

Any new or existing business that require no construction or remodeling of any kind.



**Application Process and Fees**



### Inspections

*determined by industry*

ANY OR ALL, IF APPLICABLE



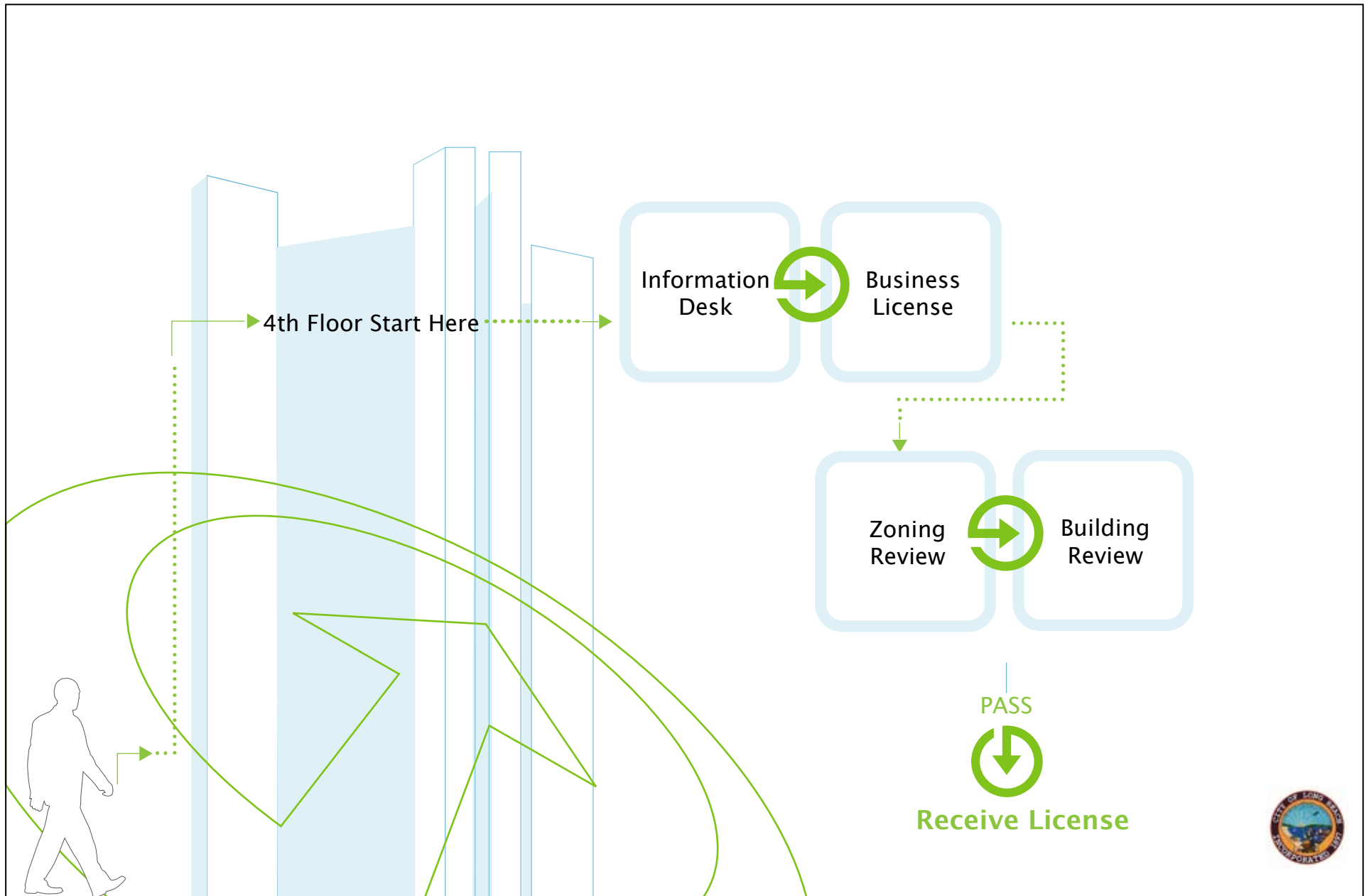
**Conduct Inspections**



**Receive License**



**Real Estate Brokers, Agents/Independent Contractors**  
**Business License Guide**





## Real Estate Brokers, Agents/Independent Contractors Business License Guide

Welcome to the Business License application process. You are one of thousands of entrepreneurs who recognize Long Beach as the prime business location in Southern California.

Applying for a business license starts here with the Business License guide. **Real estate brokers** operating a real estate agency are required to have a business license. **Real estate agents and independent contractors** working at a real estate agency also are required to have individual business licenses.

If, after reading the guide, you have additional questions, stop by the Development Services Center, 4<sup>th</sup> Floor, City Hall, to meet with one of our Business License experts.

### Application Submittal

- Fill out completely a Business License Application available.
  - ➔ In person – Development Services Center, 4<sup>th</sup> Floor, City Hall, 333 W. Ocean Blvd. or
  - ➔ Online – download and print – [Business License Application](#)
- Real estate brokers operating an agency must obtain a business license for the brokerage
- Each individual real estate agent and / or independent contractor working at a real estate agency must apply for an individual business license
- **Submit your completed application(s) in person at the Development Services Center**

### \$ Fees and Taxes

These fees are paid when you submit your Business License Application:

Basic Business License tax (for brokers operating agencies)	\$309.77
Plus per-employee tax (professionals)	\$24.13

Possible <a href="#">unique business and business district</a> fees	TBD
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Real Estate Agent / Independent Contractor tax	\$189.90
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### Approvals and Inspections

Zoning Investigative fee	\$14.00
Building Bureau Application Review fee	\$39.83





## Who Does What

### Building Bureau

(562) 570-6651

- Building
- Electrical
- Hazardous use - welding/occupancy
- Lift and equipment
- Mechanical
- Pollution discharge elimination system
- Plumbing
- Water quality (NPDS- National)

### Business License

(562) 570-6211

- Business License Information

### Fire Department

(562) 570-2500

- Certificates for fire suppression
- Chemical storage
- Exiting
- Extinguishers
- Hazardous use - welding/occupancy
- Occupancy
- Spray booth fire suppression system
- Sprinklers
- Storage

### Gas and Oil Departments

(562) 570-2000

- Location of Pipes
- Size of Meters
- Supply

### Health/Food

(562) 570-4132

- Chemicals
- Fixtures
- Food handling
- Hot water
- Refrigeration
- Sanitations
- State mandates

### Health/Hazmat

(562) 570-4131

- Disposal and storage of hazardous materials
- Documentation
- Emergency plans
- Hazardous waste generators
- Noise

### Planning Bureau

(562) 570-6194

- Parking
- Signage
- Various permits - conditional use
- Zoning

### Police Department

(562) 570-5219

- Alcohol
- Entertainment
- Massage

### Public Works Department

(562) 570-6383

- Condition of curbs, gutters & sidewalks
- Right of way
- Street trees
- Traffic engineering

### Water Department

(562) 570-2300

- Backflow prevention
- Grease interceptors
- Sewer
- Size of meters
- Water supply

